

Title: TEST ENGINEERING AND EVALUATION DIVISION QUALITY MANUAL DIVISION MANAGEMENT RESPONSIBILITY	Section : one	Revision No.: OD	Effective Date: 31 JAN 97
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SECTION 1 DIVISION MANAGEMENT RESPONSIBILITY

1. General Policy. The Division Head is ultimately responsible for establishing, implementing, and maintaining the Quality System. Responsibilities include: formulating the quality policy, defining the organizational structure, assigning authorities and responsibilities, appointing the Management Representative (MR), periodically reviewing the Quality System, and making available the resources and personnel necessary to maintain the Quality System.

2. Management Representative. The Division Head appoints the Quality Assurance (QA) Manager as the Management Representative. The QA Manager has the authority and responsibility to ensure that the Quality Management System is maintained, its efficiency is continuously improved, and that the system complies with the requirements of the ISO 9001 standard.

3. Organization. Interrelation of personnel who manage, perform, and verify work affecting quality is defined in the organizational chart contained in SOP D65-01-02. The Test Engineering and Restoration Division of the Naval Command, Control, and Ocean Surveillance Center Research, Development, Test and Evaluation Division (NCCOSC RDTE DIV SAN DIEGO CA) quality organization is comprised of all personnel from the Branches, staff members and the Quality Assurance office. Each Branch Head, the Technical Repair Agent (TRA)/MICO Office and the QA Office report directly to the Division Head. The Division Head, the Branch Heads, the QA Manager, Staff Engineer, and TRA constitute the Executive Management Team along with any delegated staff personnel. The same personnel make up the Division Quality Review Board (See SOP D65-01-04). Division personnel and purchasing services are provided by the following Command departments:

- a. Personnel department (Human Resources office)
- b. Purchasing department (Simplified Acquisition Branch)

4. Responsibilities. The responsibilities, duties, and tasks of the Division Head, the Branches, the TRA/MICO office and the Quality Assurance office are delineated in the latest organizational structure of the Division contained in the organization charter.

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5. Bi-annual Management Review. The Division's executive management team reviews the Quality System at least twice a year. The purpose of the review is to assess the effectiveness and continuing suitability of the Quality System. The Division Head is responsible for scheduling and conducting the reviews. Minutes and results of the reviews are recorded. Detailed rules for scheduling, conducting, and recording the reviews are provided in Division Procedure SOP D65-01-01, Division Bi-annual Management Review of ISO 9000 Standard Operating Procedures (SOPs).